

VISITOR AND SUBCONTRACTOR COVID-19 PROTOCOLS

For visitors and subcontractors coming to a Sandia facility, this guide provides information that will assist in providing a safe and healthy work environment and is intended to appropriately ensure worker safety and health.

If any visitor or subcontractor feels ill, stay home.

BEFORE COMING ON-SITE

Visitors and subcontractors are required to carry **proof of vaccination** (electronic copy/picture is accepted) **or proof of a negative test** result within the past 72 hours. If your visit extends beyond a week, a new test will be required weekly. The **COVID-19 tests accepted for negative results are PCR or Rapid Antigen tests** (no home tests). A hard copy or digital image of the COVID-19 test result with the date, facility (e.g. Walgreens), and negative result is required. Keep the documentation with you at all times while on-site. Your host may request it.

If you feel ill, stay home and reschedule your visit until you are symptom-free. If you have been directly exposed to COVID-19, follow the [CDC guidance](#) for quarantining, which varies depending on your vaccination status.

WORK SMART APART

Use this Sandia guidance to **protect the health and safety of everyone on-site.**

- See *Friendly Face Time Guidance* (sidebar).
- **Practice social distancing by maintaining separation** with others.
- **Pay attention for on-site visual reminders and signage** to maintain social distancing and heed other awareness notifications in auditoriums, conference rooms, office spaces and laboratories.
- **Have a very small location footprint** while working on-site only those work locations required to perform your essential work duties.

BE WISE. SANITIZE

- **Wash hands often** with soap and water for 20 seconds or use sanitizer.
- Clean your hands **after physical contact** with others or equipment and after coughing, sneezing, or blowing your nose.
- **If wearing gloves**, wash your hands before and after use.

FRIENDLY FACE TIME GUIDANCE



Regardless of vaccination status, face coverings must be worn in all public and work areas within a building.

- Face coverings must be worn in all face-to-face meetings and are required at security checkpoints. *Security officers may direct individuals to lower or temporarily remove their face coverings to verify identity.*
- Face coverings may be removed when alone in an office with a door that closes.
- When eating/drinking, face coverings may be removed as long as you are at least six feet from another individual.
- Face coverings are required inside government-owned vehicles when other personnel are in the vehicle.
- For general use, face coverings may be personally owned. If you need a face covering or mask stop by one of the in-person Health Check stations.